



DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES

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July 1, 2006

Personal Support Planning Implementation Policy

TO: Service Providers, all State and Contracted Staff

FROM: Jeff Sturm, Developmental Disabilities Program Director

Effective July 1, 2006, the Developmental Disabilities Program is implementing the Personal Support Planning (PSP) process in Region 3 and at the Montana Developmental Center. This is not a pilot; it is the beginning of full implementation of the PSP process statewide. Later this year DDP will outline a projected implementation schedule for Regions 1, 2, 4, and 5. Prior to implementation in Regions 1, 2, 4, and 5, a training process similar to that being used in Region 3 will be developed.

There are two components to implementation of the PSP process. The first is attending the PSP training conducted by DDP Training Officers and the second is the implementation of the PSP formats as designed for use statewide.

Effective July 1, 2006, the Montana Developmental Disabilities service system will begin the transition from the current IP process to the person-centered planning process entitled "Personal Support Planning." The PSP forms were created by the Statewide Steering Committee, and revised after field testing in Region 3 and at the Montana Developmental Center. These forms will be used for all adults in the 0208 Medicaid Waiver to comply with the Centers for Medicare and Medicaid (CMS) requirement that person-centered planning be used for all individuals in Waiver services. Following implementation of the PSP process for individuals in the 0208 Waiver the same requirements for implementation of the PSP process will apply to individuals in other services and will be described in addendums to this policy.

In compliance with this policy, all State and contracted Case Managers in Region 3, as well as the Qualified Mental Retardation Professionals (QMRP's) at the Montana Developmental Center, are expected to complete all three days of the PSP training sessions conducted by DDP Certified Training Officers. Training sessions are currently being scheduled to occur in Billings and at MDC during July and August. The DDP Training Officers will be disseminating and posting information on the DDP website about the dates and locations for these and for other PSP training sessions. Individuals are expected to participate in the earliest session available to them.

To prepare them to participate in PSP meetings, Service Providers and other planning team members including families, individuals receiving services, advocates, and direct support staff are also encouraged to attend the training sessions as much as possible. This will enable them to understand the philosophy, the changes in the process and their responsibilities related to information gathering and assessments, data collection, reporting of progress, the updating of services and cost plans and the use of positive and respectful language in all parts of the plan.

Once the Case Managers in Region 3 and the QMRP's at the Montana Developmental Center have been trained and receive a certificate of attendance, they will receive the blank PSP format, the PSP Information Gathering Worksheet and the Instructions and Probe Questions. At that time they are expected to begin using the PSP process, including all of the forms and components, for all planning meetings conducted after August 1, 2006.

Service Providers are expected to assist the Case Managers in preparation for PSP meetings by completing the forms in section VI (Wellness) and section VII (Support Information) prior to the meeting.

Service Providers are also expected to develop implementation plans towards the actions developed during the meeting and listed in section VIII, the Outcomes section of the PSP document. This information should be sent within 20 working days following the meeting to the individual's Case Manager and to all applicable team members to be kept with the PSP document in the individual's file.

The PSP can be updated if changes are needed before the next annual meeting. There will be no "special" PSP meetings after the plan is developed but the PSP can be updated whenever necessary and this does not necessarily require that the entire team is present. Changes to the PSP can be updated by the individual, the Case Manager, the QMRP and the person responsible for addressing a particular Action or Outcome.

The DDP Quality Assurance will include activities to monitor and document that the PSP process is being utilized in accordance with the training and materials provided by the DDP Program.